

Administrative Assistant, S-0303-04

RAF Fairford

Vacancy Number: 422 ABS VA21 RPA 195811

Closes: 26 March 2021, 23:59

15.00 hours per week

£8.88ph under 25 years / £9.45ph over 25 years

******FIXED TERM CONTACT PROJECTED TO LAST ONE YEAR FROM START DATE, DEPENDING ON BUDGETARY CONSTRAINTS******

Main Purpose

The 422nd Air Base Squadron is looking for someone to perform a wide variety of administrative, clerical, supply, service program and food service tasks as required to support the overall needs of the Community Center complex. This will include receiving and filing correspondence, records and reports, greeting and screening customers, completing daily financial transactions and ensures accuracy of reports generated by all shifts, issuing a wide variety of equipment, videos, books, loan equipment as well as preparing and selling a variety of foods to include hot dogs, hamburgers, sandwiches and other snacks and cleaning the snack bar and equipment.

Knowledge and Experience Required

Please provide detailed work experience as it relates to the required competencies listed below, as this will be used to determine your qualification for this position.

1. Knowledge of general office administrative and clerical procedures to perform receptionist duties, answer telephones, distribute mail, maintain office file/forms, and order supplies.
2. Must have experience using a variety of Microsoft Office products in order to produce different products.
3. Must have experience using a cash register and taking payments using a variety of different methods.
4. Solid knowledge of and ability to use arithmetic functions sufficient to perform required drawer-balancing, change fund verification and change making duties.
5. Knowledge of food preparation principles, food presentation as well as food handling and storage practices.

	Yes	No
Security Clearance	X	
Driving Licence Category B Please provide a copy of your licence with your application		X
Pre-employment Medical	X	
Immunizations		X
Food Handler's Certificate	X	

Other Important Information

1. Position will work on an as rostered basis and may work weekends, evenings, and holidays, usually between 0700 – 1700.
2. A food handler's certificate is required.
3. A high standard of personal cleanliness is required.
4. Will be required to serve as a Recreation Aid when necessary, performing other related duties in support of a wide range of recreation programs.
5. Must be able to obtain and maintain a valid security clearance.
6. Position may be coded as mission essential.

Benefits

- Paid Annual Leave
- Paid Sick Leave
- Pension Scheme
- Life Assurance Scheme

Who Can Apply

Citizens of the U.K., Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.

Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criteria will be considered on a case-by-case basis. All successful applicants will require a security clearance.

Please note pre-appointment security clearance requirements may delay start date.

Proof of identification in the form of a photo ID will be required, for example a driving licence or current passport.

This position may have certain restrictions to US citizens due to the Status of Forces Agreement.

For additional information contact the LNDH team on 01638 544955.

How to Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;

https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410. All applications, with relevant attachments and CV must be submitted via email to 100fss.fsmc6@us.af.mil and received prior to the closing date.

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

